Alex Xie

Apt 613 ● 600 N Atlantic Blvd ● Monterey Park, CA 91754 ● Axie3@lion.lmu.edu ● (626) 898-1080

Education

Loyola Marymount University **Los Angeles, CA**

Bachelor of Science Candidate, Accounting Graduation/CPA Eligible May 2019

Overall GPA: 3.2; Major GPA: 3.4

Professional Experience

ACA Corporation **Saipan, MP**

Assistant Bookkeeper May 2015- Sept 2015

May 2016- Sept 2016

- Disciplined in recording and processing accounts payable and receivables.
- Provide assistance in recording and reconciling accounting data and transactions.
- Coordinate with managers to create detailed spreadsheets.

Skills

- Proficient with Microsoft Word, PowerPoint, and Excel
- Experience with PCs and Macs
- Experience with QuickBooks
- Familiar with GAAP and IFRS rules and regulations
- Fast Learner

Scholastic Activities and Affiliations

- Member of LMU Accounting Society 2016-2018
- Member of the AICPA 2017-2018